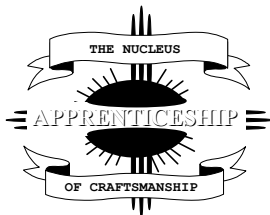




STANDARDS OF APPRENTICESHIP
adopted by

SNOHOMISH COUNTY P.U.D. NUMBER 1 APPRENTICESHIP COMMITTEE

<u>Skilled Occupational Objective(s):</u>	<u>(sponsor)</u>	<u>DOT</u>	<u>Term</u>
LINEMAN		821.261-014	6000 HOURS
LINEMAN (APPRENTICES REGISTERED AFTER AUGUST 1, 1990)		821.261-014	7000 HOURS
MAINTENANCE MECHANIC		899.281-014	6000 HOURS
METERMAN		729.281-014	6000 HOURS
SYSTEM DISPATCH		952.167-010	5000 HOURS
TREE TRIMMER		408.664-010	4000 HOURS
UTILITY MECHANIC		620.281-050	8000 HOURS
UTILITY WIREMAN		829.281-014	6000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Specialty Compliance Services Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

JANUARY 25, 1957

Initial Approval

By: LAWRENCE CROW

Chairman of Council

JANUARY 16, 2004

Addendum Amended

By: PATRICK WOODS

Secretary of Council

JANUARY 16, 2004

Committee Amended

SNOHOMISH COUNTY P.U.D NUMBER 1 APPRENTICESHIP COMMITTEE

NOTE: THE FOLLOWING ADDENDUM SHALL BE SPECIFIED TO THE INDIVIDUAL JOINT APPRENTICESHIP AND TRAINING COMMITTEE AND ITS CRAFTS:

WHENEVER WORDS DENOTING THE MASCULINE GENDER ARE USED IN THIS AGREEMENT, THEY ARE INTENDED TO APPLY EQUALLY TO EITHER GENDER.

The following Standards for the development of apprentices have been prepared by the International Brotherhood of Electrical Workers, Local No. 77, and the Snohomish County P.U.D. No. 1. When approved by and registered with the Registration Agency, these Standards will govern the training of apprentices in this industry.

1. **GEOGRAPHICAL AREA COVERED:**

The area covered by these Standards shall be all of Snohomish County and Camano Island with headquarters in Everett, Washington.

2. **MINIMUM QUALIFICATIONS:**

Age:	Applicants for apprenticeship shall be at least eighteen (18) years of age.
Education:	All applicants shall be high school graduates or the equivalent and be able to meet the requirements of the trade.
Physical:	A. All candidates must meet the medical standards adopted by the Committee for the trade for which they apply. B. All candidates must meet the fitness requirements adopted by the Committee for the trade for which they apply.
Testing:	A. All applicants will be scheduled for an Assessment of Interest and Aptitudes. B. All lineman apprentice candidates will be required to satisfactorily complete a pole yard climbing training course. C. Successfully complete math assessment at the following levels - Lineman, basic high school math; Wireman, basic high school math; Meterman, high school algebra. D. Successfully complete oral interview with the sub-committee.
Other:	N/A

3. **CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:**

A. **Selection Procedures:**

Apprentices shall be selected as follows:

The District shall post notices for testing for apprenticeship as needed annually, except System Dispatcher I apprenticeship notices for testing which shall be posted as needed for each new position anticipated.

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Apprentice applicants will be scheduled for an Assessment of Interest and Aptitudes. Applicants will be notified of the assessment results by the Manager of Apprenticeship.

Successful applicants will be placed in an apprenticeship candidate pool by the Joint Apprenticeship and Training Committee according to unit seniority, then district seniority.

Candidates may select the apprenticeship program they are interested in or remain eligible for the first available apprenticeship if deemed qualified by the Apprenticeship Committee. Candidates must submit a letter of intent indicating the apprenticeship program for which they are applying to the Joint Apprenticeship and Training Committee.

Apprenticeships will be offered as they become available. Candidates that are unable to successfully complete required testing or decline an apprenticeship when offered, shall be placed at the bottom of the pool list.

Lineman apprentice candidates must successfully complete a pole yard climbing training course to be accepted into the program.

When an apprenticeship is offered, candidates must successfully pass the medical exam and physical abilities test to be accepted into the program.

B. Affirmative Action Plan:

1. The amount of credit for previous work experience shall be determined by the Apprenticeship Committee after a careful review of the merits of each case.
2. Participate in any workshops conducted by employment service agencies for the purpose of familiarizing school, employment service and other appropriate personnel with the apprenticeship system and current opportunities therein.
3. Cooperation with local school boards and vocational education systems to develop programs for preparing students to meet the standards and criteria required to qualify for entry into apprenticeship programs.
4. Utilization of journey-level workers to assist in the implementation of the Sponsor's affirmative action program.
5. Granting advance standing or credit on the basis of previously acquired experience, training, skills or aptitude for all applicants equally.

4. TERM OF APPRENTICESHIP:

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- A. Linemen - Not less than three (3) years or 6,000 hours of reasonably continuous employment for apprentices registered prior to August 1, 1990, and three and one half (3 1/2) years or 7000 hours for apprentices registered on or after that date.
- B. Utility Wireman - Not less than three (3) years or 6000 hours of reasonably continuous employment.
- C. Meterman - Not less than three (3) years or 6000 hours of reasonably continuous employment.
- D. Maintenance Mechanic - Not less than three (3) years or 6000 hours of reasonably continuous employment.
- E. System Dispatch - Not less than two and a half (2 1/2) years or 5000 hours of reasonably continuous employment.
- F. Tree Trimmer - Not less than two (2) years or 4000 hours of reasonably continuous employment.
- G. Utility Mechanic - Not less than four (4) years or 8000 hours of reasonably continuous employment.

5. **PROBATIONARY PERIOD:**

All apprentices employed in accordance with these Standards shall be subject to a probationary period not exceeding the following:

- A. Lineman: First 1000 hours of employment.
- B. Utility Wireman: First 1000 hours of employment.
- C. Meterman: First 1000 hours of employment.
- D. Maintenance Mechanic: First 1000 hours of employment.
- E. System Dispatch: First 1000 hours of employment.
- F. Tree Trimmer: First 800 hours of employment.
- G. Utility Mechanic: First 1000 hours of employment.

6. **RATIO OF APPRENTICES:**

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- A. Lineman: The ratio of apprentices to journey-level workers shall not be more than one (1) apprentice to every two (2) journey-level workers, providing however, that every headquarters may have at least one (1) apprentice.
- B. Wireman and Meterman: Employers employing one (1) or more journey-level meterman and wireman shall be entitled to one (1) apprentice. The second apprentice may be hired when two (2) or more additional journey-level workers are employed.
- C. Maintenance Mechanic: Employers employing one (1) or more journey-level maintenance mechanic shall be entitled to one (1) apprentice. The second apprentice may be hired when two (2) or more additional journey-level workers are employed.
- D. System Dispatch: Employers employing one (1) or more journey-level system dispatch shall be entitled to one (1) apprentice. The second apprentice may be hired when two (2) or more additional journey-level workers are employed.
- E. Tree Trimmer: Employers employing one (1) or more journey-level worker tree trimmer shall be entitled to one (1) apprentice. The second apprentice may be hired when two (2) or more additional journey-level workers are employed.
- F. Utility Mechanic: Employers employing one (1) or more journey-level utility mechanic shall be entitled to one (1) apprentice. The second apprentice may be hired when two (2) or more additional journey-level workers are employed.

7. WAGE PROGRESSION:

Apprentices shall be paid on the following percentage basis.

Utility Mechanic:

1st 1000 hours 86.1% of journey-level workers rate
2nd 1000 hours 87.9% of journey-level workers rate
3rd 1000 hours 89.5% of journey-level workers rate
4th 1000 hours 92.0% of journey-level workers rate
5th 1000 hours 93.0% of journey-level workers rate
6th 1000 hours 94.6% of journey-level workers rate
7th 1000 hours 96.3% of journey-level workers rate
8th 1000 hours 98.0% of journey-level workers rate

Lineman (Apprentices Registered Prior to August 1, 1990)

1st 1000 hours 74% of journey-level workers rate
2nd 1000 hours 77% of journey-level workers rate
3rd 1000 hours 80% of journey-level workers rate

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4th 1000 hours 84½% of journey-level workers rate
5th 1000 hours 88% of journey-level workers rate
6th 1000 hours 95% of journey-level workers rate

Lineman (Apprentices Registered on or after August 1, 1990)

1st 1000 hours 74% of journey-level workers rate
2nd 1000 hours 77% of journey-level workers rate
3rd 1000 hours 80% of journey-level workers rate
4th 1000 hours 84½% of journey-level workers rate
5th 1000 hours 88% of journey-level workers rate
6th 1000 hours 91% of journey-level workers rate
7th 1000 hours 95% of journey-level workers rate

Utility Wireman and Meterman:

1st 1000 hours 74% of journey-level workers rate
2nd 1000 hours 77% of journey-level workers rate
3rd 1000 hours 80% of journey-level workers rate
4th 1000 hours 84½% of journey-level workers rate
5th 1000 hours 88% of journey-level workers rate
6th 1000 hours 95% of journey-level workers rate

Maintenance Mechanic:

1st 1000 hours 86% of journey-level workers rate
2nd 1000 hours 87% of journey-level workers rate
3rd 1000 hours 89% of journey-level workers rate
4th 1000 hours 91% of journey-level workers rate
5th 1000 hours 93% of journey-level workers rate
6th 1000 hours 95% of journey-level workers rate

System Dispatch:

1st 1000 hours 85% of journey-level workers rate
2nd 1000 hours 88% of journey-level workers rate
3rd 1000 hours 92% of journey-level workers rate
4th 1000 hours 96% of journey-level workers rate
5th 1000 hours 97% of journey-level workers rate

Tree Trimmer:

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1st 1000 hours 65% of journey-level workers rate
2nd 1000 hours 75% of journey-level workers rate
3rd 1000 hours 80% of journey-level workers rate
4th 1000 hours 90% of journey-level workers rate

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8. **WORK PROCESSES:**

The apprentice shall be given an opportunity during the period of apprenticeship by actual work experience to acquire all the knowledge and skills necessary to qualify as a journey-level worker. The following outline of work experience is to be used as a guide in the training of apprentices.

A.	<u>Lineman: D.O.T. #821.261-014</u>	<u>Hours</u>
1.	Poles, arms and guys.....	2000
2.	Conductors and insulators, switches and cutouts and other protective devices.....	2000
3.	Transformers	800
4.	Service drops and meters	300
5.	Rotation and phasing	200
6.	Safety meeting, care and inspection of safety equipment.....	200
7.	Miscellaneous	500
TOTAL HOURS:		6000

	<u>Lineman: D.O.T. #821.261-014</u>	<u>Hours</u>
	(Apprentices Registered on or after August 1, 1990)	
1.	Poles, arms and guys.....	2000
2.	Conductors and insulators, switches and cutouts, and other protective devices.....	2000
3.	Underground	1000
4.	Transformers	800
5.	Service drops and meters	300
6.	Rotation and phasing	200
7.	Safety meeting, care and inspection of safety equipment.....	200

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8. Miscellaneous500

TOTAL HOURS: 7000

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B.	<u>Utility Wireman:</u>	<u>D.O.T. #829.281-014</u>	<u>Hours</u>
1.	Power transformers, voltage regulators (station class and pole type), current transformers and potential transformers; theory of operation, testing procedures, maintenance and repair and control functions		2000
2.	Blueprint reading		500
3.	Instrument repair		250
4.	Supervisory control, operation and troubleshooting		100
5.	Air-oil vacuum circuit breakers (distribution and power), installation, operation and maintenance		1000
6.	Protective relaying; principles of operation, maintenance and repair		250
7.	High voltage switches		300
8.	Metal clad switchgear; controls, troubleshooting, commissioning procedures.....		800
9.	Batteries and miscellaneous substation maintenance, welding and incidental repairs		500
10.	Oil testing and handling, spill procedures		100
11.	Heavy equipment signaling and safety		200
TOTAL HOURS:			6000

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C.	<u>Meterman:</u>	<u>D.OT. #729.281-014</u>	<u>Hours</u>
1.	Numbering, testing and calibrating watt-hour meters		1500
2.	Entering meter test data on required form		200
3.	Testing voltmeter and other electrical instruments.....		500
4.	Repairing, reconstructing, cleaning and painting electrical meters		1500
5.	Wiring and checking on meter installations		500
6.	Testing meters on customers' premises		400
7.	Investigating customers' complaints		400
8.	Checking loads and demands.....		300
9.	Installing and removing meters.....		200
10.	Maintenance of demand measurements devices and reading meters, resetting demand registers and charging demand charts		500
TOTAL HOURS:			6000

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D.	<u>Maintenance Mechanic:</u>	<u>D.O.T. #899.281-014</u>	<u>Hours</u>
1.	Basic Electricity AC-DC Wiring		500
2.	Architecture and Blueprints		500
3.	Carpentry		750
4.	Pipe fitting and refrigeration.....		550
5.	Principles of HVAC		750
6.	Control Wiring.....		250
7.	Roofing and painting		500
8.	Cabinet making		500
9.	Gas and arc welding.....		500
10.	Small motors		250
11.	Safety meetings, care & inspection of safety equipment.....		200
12.	Miscellaneous		750
TOTAL HOURS:			6000

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E.	<u>Tree Trimmer:</u>	<u>D.O.T. #408.664-010</u>	<u>Hours</u>
1.	Electrical safety, rules and definitions basic electrical theory, electrical equipment, and line identification		500
2.	Principles of arboriculture, biology of trees, trees of Washington, timber falling practices, tree trimming standards, and right of way clearing		750
3.	Safe work practices, use of equipment, work clearances, knots and rigging, climbing practices, aerial manlift equipment, safety meetings, care and inspection of safety equipment		2000
4.	Miscellaneous		750
TOTAL HOURS:			4000

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F.	<u>System Dispatch:</u>	<u>D.O.T. #952.167-010</u>	<u>Hours</u>
1.	Communication procedures, dispatch office familiarization, dispatch boards, forms, logs, and miscellaneous, & emergency work procedures.....		900
2.	SCADA (introduction), safety laws & tagging procedures, calculations & formulas, and switching, procedures		900
3.	SCADA (general) Jackson Powerhouse & Dam substation operation, and underground		900
4.	SCADA (operation), Centralia Plant, voltage equipment, and protection equipment.....		900
5.	Load management, storm operations, and foreign utilities coordination.....		900
6.	Miscellaneous		500
TOTAL HOURS:			5000

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G.	<u>Utility Mechanic:</u>	<u>D.O.T. #620.281-050</u>	<u>Hours</u>
1.	Power plants-gas and diesel		500
	various systems, tune-up, and troubleshooting		
2.	Brakes-air and hydraulic		600
	various systems, reline and adjustment		
3.	Chassis-light and heavy duty		800
	frame, steering, suspension		
4.	Transmissions-manual and automatic clutches.....		1000
	linkage, shift controls, and power takeoffs		
5.	Rear-end assembly (light and heavy-duty)		900
	differential, universal joints, drive lines, 2-speed shift assemblies		
6.	Electrical systems-12 and 110-volt wiring		1000
	diagrams, lighting, charging, starting, gauges, batteries, and power systems		
7.	Hydraulic systems		850
	Hose assembly, trouble-shooting, testing, and repairing		
8.	Metal fabrication.....		850
	Welding (gas and electric) multi-position, wire feed, burning, lay-out, and fabricating.		
9.	Safety subjects		500
	Safety meeting importance, care and inspection of both personal and district safety equipment, one tour as safety chairman.		
10.	Miscellaneous		1000
	Shop procedure, parts ordering, tire repairing, responsibility levels, trouble-shooting, and repair practices.		
TOTAL HOURS:			8000

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9. RELATED/SUPPLEMENTAL INSTRUCTION:

- A. Each apprentice shall enroll in and attend classes in subjects related to this trade as approved by the State Board for Community and Technical Colleges, for a minimum of 144 hours per year.
- B. The methods of related/supplemental training shall consist of one or more of the following:
 - () Supervised field trips
 - () Approved training seminars
 - () A combination of home study and approved correspondence courses
 - () Technical College
 - (X) Community College
 - () Training trust
 - () Other (specify)
- C. Hours 144
- D. Satisfactory progress must be maintained in related training classes. (See section 10, Administrative/Disciplinary Procedures.)
- E. In case of failure on the part of any apprentice to fulfill their obligation as to school attendance, the Apprenticeship Committee shall have the authority to suspend or revoke his/her Agreement. All parties participating under the Apprenticeship Standards agree to abide by any such determination of the Apprenticeship Committee.
- F. The Apprenticeship Committee recommends that the courses for the apprentices be limited to those who are actually apprentices to the trade in accordance with these Standards.
- G. Such related instruction will not be classed as hours of work.
- H. Adequate safety training will be given in the related classes so that each apprentice will be fully informed on safety practices.

10. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

A. Disciplinary Procedures:

Disciplinary action will be taken when an employee engages in a practice which is inconsistent with the districts published employee rules of conduct or ordinary, reasonable, common sense rules of conduct necessary to the welfare of the district and its employees. Rehabilitative disciplinary action should be taken when an employee's work performance is considered unsatisfactory. The objective of

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disciplinary action is one of control and how best to guide employees in the performance of their duties in a manner consistent with the efficient operation of the district and to achieve correction and avoid recurrence.

Reasons for Disciplinary Action: (For details see Procedure Manual, PER 13-0, also see paragraphs 2.4, 2.4.1, and 6.3.4 of the Collective Bargaining Agreement.)

1. Dishonest or fraudulent acts against the district or fellow workers.
2. Not reporting accidents.
3. Consumption of alcoholic beverages, narcotics or other intoxicants on the job.
4. Insubordination.
5. Improper absence from work.
6. Misuse, damaging or destroying property.
7. Horseplay, fighting, abusive or obscene language, or immoral conduct.
8. Garnishment of wages from three (3) or more creditors in any continuous twelve (12) month period.
9. Smoking in restricted areas.
10. Unsatisfactory work performance and negligence.
11. Other employment while on leave of absence.

11. COMPOSITION OF COMMITTEE AND ALTERNATES:

The Snohomish County Public Utility District No. 1 Apprenticeship Committee shall be composed of equal representation from District and Union. Selection of these individual members will be made by their respective organizations.

The Employer Representatives Shall Be:

Cynthia L. Wellman, Secretary
PO Box 1107
Everett, WA 98206-1107

Dave Roberts
PO Box 1107
Everett, WA 98206-1107

Roger Bauer
PO Box 1107
Everett, WA 98206-1107

Frank Koty
PO Box 1107
Everett, WA 98206-1107

Dale Sindelar
PO Box 1107
Everett, WA 98206-1107

The Employee Representatives Shall Be:

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John J. Dinneen, Chairman
PO Box 1107
Everett, WA 98206-1107

Brad Kime
PO Box 1107
Everett, WA 98206-1107

Bill Larsen
PO Box 1107
Everett, WA 98206-1107

Robert M. Williams
PO Box 1107
Everett, WA 98206-1107

Ron Gross
PO Box 1107
Everett, WA 98206-1107

12. **SUBCOMMITTEES:**

LINEMAN:

Employer Representatives:

Chuck Thurman
PO Box 1107
Everett, WA 98206-1107

Scott Faries
PO Box 1107
Everett, WA 98206-1107

Employee Representatives:

Brad Kime
PO Box 1107
Everett, WA 98206-1107

John J. Dineen
PO Box 1107
Everett, WA 98206-1107

ENERGY CONTROL CENTER:

Employer Representatives:

Brian Cobb
PO Box 1107
Everett, WA 98206-1107

Employee Representatives:

Bill Larsen
PO Box 1107
Everett, WA 98206-1107

METER:

Employer Representatives:

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Dale Sindelar
PO Box 1107
Everett, WA 98206-1107

Employee Representatives:

Bob Williams
PO Box 1107
Everett, WA 98206-1107

13. **TRAINING DIRECTOR/COORDINATOR**

Jeanette Collins
P.O. Box 1107
Everett, WA 98206-1107